



Department of Planning and Development

Zoning Compliance & Sign Permits

Submission Requirements

1.	Applications for a sign permit must be accompanied by two copies of a sketch of property showing the location where the sign is to be placed. This sketch must be prepared over a recent survey of the property.
2.	Other drawings to be submitted with the application include: structural drawings of the sign with dimensions; dimensions of the wall if the sign is to be wall mounted; total height of the sign if it is to be free standing; and foundation plans if free standing.
3.	Sketches or photographs of the proposed sign must also be included with the application.
4.	A certificate of ownership must also accompany the applications. This certificate must be signed by the owner of the property on which the sign is proposed, or by any other person having a recognized interest in the property, or by the owner's authorized agent. If the applicant is not the owner of the property, or is a contract purchaser of the property, a certified statement signed by the owner consenting to the submission of the application shall be submitted. If the applicant is not the sole owner of the property, a certified statement signed by all other owners or an entity representing the owners consenting to or joining the application shall be submitted.